

**VIRGINIA'S
HEALTH
IS IN YOUR
HANDS.**

Do your part,
stop the spread.



Provider Enrollment Process Flow & Checklist

Current as of January 12, 2021

Provider Enrollment: Step-by-Step process

Step 1: Provider Intent Form	<ul style="list-style-type: none">• Provider initiates interest by completing provider intent form• Every physical location needs a provider intent form submitted
Step 2: VDH Review	<ul style="list-style-type: none">• VDH reviews provider intent. Validates license number and reviews existing access to VIIS. VDH prioritizes which intents to review first• <i>VIIS = Virginia Immunization Information System</i>
Step 3: VIIS Access & Reporting	<ul style="list-style-type: none">• VDH staff ensures provider is registered in VERIP to access VIIS. VDH staff ensures provider is trained or EMR is connected to VIIS• <i>VERIP = Virginia Electronic Registration for Immunization Programs</i> is the website that manages provider access to immunization programs
Step 3a: VERIP Registration	<ul style="list-style-type: none">• If a provider does not already have an account in VERIP, they will need to create one. Discuss with VDH before doing this as you may not need to.• Provider reviews, approves, signs and submits 3 documents available here for VERIP account registration.
Step 4: CDC Agreement & Profile	<ul style="list-style-type: none">• Every physical location needs to complete a CDC Agreement and Profile in VERIP. Instructions for completing the agreement and profile are here.• Signing authorities receive emails to provide electronic signatures.
Step 5: VTrckS Vaccine Ordering Account	<ul style="list-style-type: none">• VDH staff will create a VTrckS Vaccine Ordering Account for the Provider and a VTrckS pin will be assigned for each location.• <i>VTrckS = CDC Vaccine Tracking System</i>
Step 6: CDC Listing in Data Lake	<ul style="list-style-type: none">• VDH staff will add Provider to CDC COVID-19 Vaccine Provider Listing in Data Lake. You are now enrolled as a Provider and will receive a welcome communication from VDH.
Step 7: Vaccine Finder	<ul style="list-style-type: none">• After enrollment is fully completed, Provider's designated main Point of Contact receives email to complete registration in Vaccine Finder from CDC• Reporting daily inventory in Vaccine Finder is required. For any help with this, providers can email support at vaccinefinder@castlighthhealth.com

Provider Enrollment: Checklist for Agreements & Registrations

Checklist for Agreements and Registrations:

___ COVID 19 provider intent submitted for each location

<https://apps.vdh.virginia.gov/VERIP/Covid19RegistrationSurvey.aspx>

___ VERIP account registration completed (3 documents to review, approve, sign and submit) Note: this may not be necessary if your facility already participates in VIIS.

https://apps.vdh.virginia.gov/VERIP/PDF/2019_VERIP_ManualforExternalUsers.pdf

https://apps.vdh.virginia.gov/VERIP/PDF/QA_VERIP.pdf

___ VIIS organization account established for each location. Training conducted or systems connected

___ CDC Agreement and Profile completed and signed for each location

<https://www.vdh.virginia.gov/content/uploads/sites/191/2020/12/VDH-CDC-Agreement-and-Profile-Instructions-12-1-2020.pdf>

___ VERIP status will show CDC agreement and Profile as completed. This completes the enrollment.

___ Receive email to register with VaccineFinder. If organization is scheduled to receive vaccine within the next few days and has not received this email, contact vaccinefinder@castlighthouse.com.

<https://vaccinefinder.org/covid-provider-resources>.

<https://www.cdc.gov/vaccines/covid-19/reporting/vaccinefinder.html>

Definitions:

VDH – Virginia Department of Health

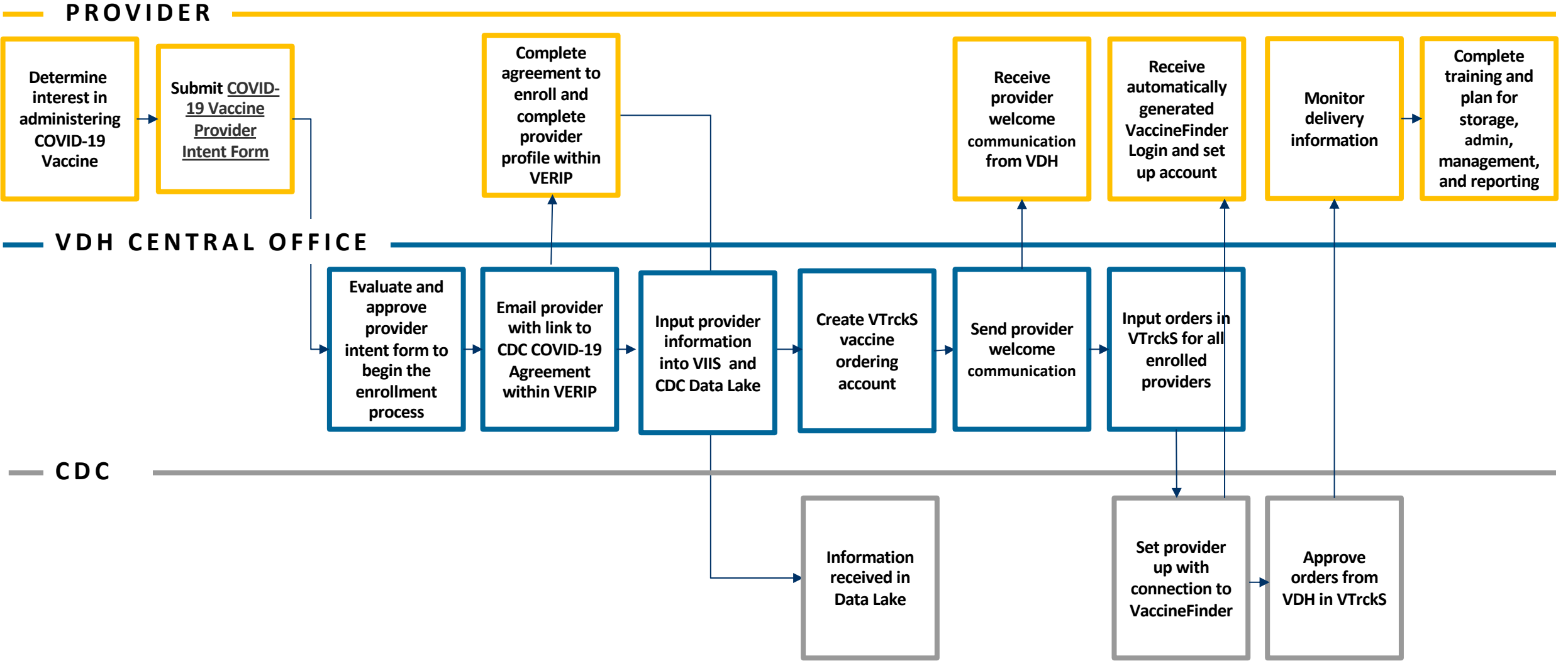
VIIS – Virginia Immunization Information System

VERIP – Virginia Electronic Registration for Immunization Programs

VTrckS – Vaccine Tracking System

CDC – Centers for Disease Control and Prevention

Provider Enrollment Journey Map



Additional Guidance: